



Naval Education and  
Training Command

NAVEDTRA 72723  
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Nonresident Training Course  
(NRTC)

# Illustrator Draftsman 3 & 2

## Volume 4—Presentations Graphics

Only one answer sheet is included in the NRTC. Reproduce the required number of sheets you need or get answer sheets from your ESO or designated officer.

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Although the words "he," "him," and "his" are used sparingly in this manual to enhance communication, they are not intended to be gender driven nor to affront or discriminate against anyone reading this material.

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# **NRTC ILLUSTRATOR DRAFTSMAN 3 & 2, VOLUME 4—PRESENTATIONS GRAPHICS NAVEDTRA 72723**

Prepared by the Naval Education and Training Professional Development  
and Technology Center (NETPDTC), Pensacola, Florida

Congratulations! By enrolling in this course, you have demonstrated a desire to improve yourself and the Navy. Remember, however, this self-study course is only one part of the total Navy training program. Practical experience, schools, selected reading, and your desire to succeed are also necessary to successfully round out a fully meaningful training program. You have taken an important step in self-improvement. Keep up the good work.

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## **HOW TO COMPLETE THIS COURSE SUCCESSFULLY**

**ERRATA:** If an errata comes with this course, make all indicated changes or corrections before you start any assignment. Do not change or correct the associated text or assignments in any other way.

**TEXTBOOK ASSIGNMENTS:** The text for this course is *Illustrator Draftsman, Volume 4-Presentations Graphics*, NAVEDTRA 12723-A. The text pages that you are to study are listed at the beginning of each assignment. Study these pages carefully before attempting to answer the questions in the course. Pay close attention to tables and illustrations because they contain information that will help you understand the text. Read the learning objectives provided at the beginning of each chapter or topic in the text and/or preceding each set of questions in the course. Learning objectives state what you should be able to do after studying the material. Answering the questions correctly helps you accomplish the objectives.

**SELECTING YOUR ANSWERS:** After studying the associated text, you should be ready to answer the questions in the assignment. Read each question carefully, then select the BEST answer. Be sure to select your answer from the subject matter in the text. You may refer freely to the text and seek advice and information from others on problems that may arise in the course. However, the answers must be the result

of your own work and decisions. You are prohibited from referring to or copying the answers of others and from giving answers to anyone else taking the same course. Failure to follow these rules can result in suspension from the course and disciplinary action.

**ANSWER SHEETS:** You must use answer sheets designed for this course (NETPMSA Form 1430/5, Stock Ordering Number 0502-LP-216-0100). Use the answer sheets provided by Educational Services Officer (ESO), or you may reproduce the one in the back of this course booklet.

**SUBMITTING COMPLETED ANSWER SHEETS:** As a minimum, you should complete at least one assignment per month. Failure to meet this requirement could result in disenrollment from the course. As you complete each assignment, submit the completed answer sheet to your ESO for grading. You may submit more than one answer sheet at a time.

**GRADING:** Your ESO will grade each answer sheet and notify you of any incorrect answers. The passing score for each assignment is 3.2. If you receive less than 3.2 on any assignment, your ESO will list the questions you answered incorrectly and give you an answer sheet marked "RESUBMIT." You must redo the assignment and complete the RESUBMIT answer sheet. The maximum score you can receive for a resubmitted assignment is 3.2.

COURSE COMPLETION: After you have submitted all the answer sheets and have earned at least 3.2 on each assignment, your command should give you credit for this course by making the appropriate entry in your service record.

NAVAL RESERVE RETIREMENT CREDIT: If you are a member of the Naval Reserve, you will receive retirement points if you are authorized to receive them under current directives governing retirement of Naval Reserve personnel. For Naval Reserve retirement, this course is evaluated at 5 points. (Refer to BUPERSINST 1001.39 for more information about retirement points.)

STUDENT QUESTIONS: If you have questions concerning the administration of this course, consult your ESO. If you have questions on course content, you may contact NETPDTC at:

DSN: 922-1349

Commercial: (850) 452-1349

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COURSE OBJECTIVES: In completing this nonresident training course, you will demonstrate a knowledge of the subject matter by correctly answering questions on the following subjects: prepress copy preparation, television graphics, displays and exhibits, and audiovisual presentations.

Naval courses may include several types of questions--multiple-choice, true-false, matching, etc. The questions are not grouped by type but by subject matter. They are presented in the same general sequence as the textbook material upon which they are based. This presentation is designed to preserve continuity of thought, permitting step-by-step development of ideas. Not all courses use all of the types of questions available. You can readily identify the type of each question, and the action required, by reviewing of the samples given below.

### MULTIPLE-CHOICE QUESTIONS

Each question contains several alternative answers, one of which is the best answer to the question. Select the best alternative, and blacken the appropriate box on the answer sheet.

#### SAMPLE

s-1. The first U.S. Navy nuclear-powered vessel was what type of ship?

1. Carrier
2. Submarine
3. Destroyer
4. Cruiser

Indicate in this way on your answer sheet:

|     |                          |                                     |                          |                          |
|-----|--------------------------|-------------------------------------|--------------------------|--------------------------|
|     | 1                        | 2                                   | 3                        | 4                        |
|     | T                        | F                                   |                          |                          |
| s-1 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### TRUE-FALSE QUESTIONS

Mark each statement true or false as indicated below. If any part of the statement is false, the entire statement is false. Make your decision, and blacken the appropriate box on the answer sheet.

#### SAMPLE

s-2. Shock will never be serious enough to cause death.

1. True
2. False

Indicate in this way on your answer sheet:

|     |                          |                                     |                          |                          |
|-----|--------------------------|-------------------------------------|--------------------------|--------------------------|
|     | 1                        | 2                                   | 3                        | 4                        |
|     | T                        | F                                   |                          |                          |
| s-2 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### MATCHING QUESTIONS

Each set of questions consists of two columns, each listing words, phrases or sentences. Your task is to select the item in column B which is the best match for the item in column A. Items in column B may be used once, more than once, or not at all. Specific instructions are given with each set of questions. Select the numbers identifying the answers and blacken the appropriate boxes on your answer sheet.

#### SAMPLE

In answering questions s-3 through s-6, SELECT from column B the department where the shipboard officer in column A functions. Responses may be used once, more than once, or not at all.

#### A. OFFICER

#### B. DEPARTMENT

- |                               |                           |
|-------------------------------|---------------------------|
| s-3. Damage Control Assistant | 1. Operations Department  |
| s-4. CIC Officer              | 2. Engineering Department |
| s-5. Disbursing Officer       | 3. Supply Department      |
| s-6. Communications Officer   | 4. Navigation Department  |

Indicate in this way on your answer sheet:

|     |                                     |                                     |                                     |                          |
|-----|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|
|     | 1                                   | 2                                   | 3                                   | 4                        |
|     | T                                   | F                                   |                                     |                          |
| s-3 | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| s-4 | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> |
| s-5 | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| s-6 | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> |



# ASSIGNMENT 1

Textbook Assignment: "Copy Preparation," chapter 1, pages 1-1 through 1-50.

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- 1-1. Of the following printing processes, which one is the primary process used in Navy print shops?
1. Gravure
  2. Letterpress
  3. Electronic digitization
  4. Lithographic/offset lithographic
- 1-2. What printing process is the oldest form of printing?
1. Gravure
  2. Letterpress
  3. Electronic digitization
  4. Lithographic/offset lithographic
- 1-3. In offset lithographic printing, the paper surface receives ink from what press component?
1. Zinc plate
  2. Ink rollers
  3. Blanket cylinder
  4. Impression cylinder
- 1-4. Which of the following operations does electronic digitization and laser copiers NOT allow?
1. Editing
  2. Photographing
  3. Halftone creation
  4. Job order completion
- 1-5. Which of the following terms is a broad term that refers to material intended for reproduction?
1. Copy
  2. Text
  3. Proofs
  4. Artwork
- 1-6. Which of the following formats is NOT a basic form of copy material?
1. Line
  2. Halftone
  3. Manuscripts
  4. Continuous-tone
- 1-7. What basic form of copy material has no graduated tones?
1. Line
  2. Halftone
  3. Photographs
  4. Continuous-tone
- 1-8. What basic form of copy material requires the extra step of conversion before printing?
1. Line
  2. Halftone
  3. Continuous-tone
- 1-9. A continuous-tone photograph with a text overlay comprises what basic form of copy material?
1. Line
  2. Halftone
  3. Continuous-tone
- 1-10. You can eliminate printing production problems with what sound knowledge factors?
1. Policies of print shop supervisory personnel
  2. Press and process limitations
  3. Finishing operations
  4. Abilities of print shop personnel
- 1-11. What is the next step you should take after you select the proper printing process?
1. Type
  2. Format
  3. Paper stock
  4. Press schedules

1-12. The format of printed products includes which of the following attributes?

1. Look
2. Feel
3. Shape
4. All of the above

1-13. Your decision as to the shape and size of the pages of a job should depend on which of the following information?

1. Press capacity
2. Bindary capacity
3. Available stock
4. All of the above

IN ANSWERING QUESTIONS 1-14 THROUGH 1-16, SELECT FROM COLUMN B THE RECTANGULAR FORM THAT USES THE RATIOS IN COLUMN A. RESPONSES IN COLUMN B MAY BE USED MORE THAN ONCE.

A. RATIO

B. RECTANGLES

1 - 14. 5:7

1. Hypotenuse

1 - 15. 2:3

2. Golden mean

1 - 16. 3:5

3. Regular

4. Signature

---

1-17. You should design most booklets and pamphlets to conform to what rectangular format?

1. Regular
2. Golden mean
3. Hypotenuse
4. Pythagorean

1-18. What type of stock should you use for a printing job that will be read once and thrown away?

1. Cover stock
2. Colored stock
3. Inexpensive paper
4. Good durable paper

1-19. What term refers to the design of a style of type?

1. Type weight
2. Type class
3. Type size
4. Typeface

1-20. How do display typefaces create illusions?

1. By using curves
2. By using thick and thin lines
3. By using the presence or absence of serif and embellishments
4. All of the above

1-21. What type of lettering should you choose when selecting a typeface for text in the body of a job?

1. A legible design
2. A boldface design
3. A italicized design
4. A decorative design

1-22. What dimensions compose an overall letter?

1. Weight
2. Height
3. Decoration
4. All of the above

1-23. The letter height of a typeface is expressed in what unit of measure?

1. Picas
2. Points
3. Pixels
4. Fractions

1-24. Which type weight reproduces with optimum legibility in the finished product?

1. Boldface
2. Lightface
3. Openface
4. Regular weight



- 1-25. What should you do to the letters in a line of text that are too long to fit into an allotted space?
1. Italicize them
  2. Condense them
  3. Expand them
  4. Redraw them
- 1-26. You can determine if a typeface has been expanded or condensed by examining the geometric proportions of what letter?
1. D
  2. G
  3. O
  4. Q
- 1-27. There are (a) what number of picas in one inch, and (b) what number of points in one pica?
1. (a) 12 (b) 6
  2. (a) 2 (b) 6
  3. (a) 6 (b) 12
  4. (a) 6 (b) 2
- 1-28. To order typeset copy, you should specify the line measure in what unit(s) of measure?
1. Picas
  2. Points
  3. Picas and inches
  4. Picas and points
- 1-29. What term refers to the placement of additional space between the letters of words to improve and balance typography?
1. Leading
  2. Letterspacing
  3. Justification
  4. Indenting
- 1-30. What term is known as the spacing of lines of type to a predetermined length so that the left and right margins align?
1. Justification
  2. Letterspacing
  3. Legibility
  4. Leading
- 1-31. What typographic procedure causes "rivers" of white space on a printed page?
1. Removing the short words from the text
  2. Improper letterspacing
  3. Improper indentations
  4. Improper word spacing
- 1-32. What typographic procedure reduces the amount of space between letters or combinations of letters?
1. Letterspacing
  2. Word spacing
  3. Line spacing
  4. Kerning
- 1-33. What is the purpose of indentations?
1. To make the page of text less readable
  2. To give the reader's eye a new starting point
  3. To give the reader eye strain
  4. To move the text in equally from the margins
- 1-34. Hanging indentations are used for which of the following purposes?
1. Poetry
  2. Legends
  3. Special emphasis
  4. Short quotations
- 1-35. In an open book, the back margin should appear to equal what other margin(s)?
1. Top margin
  2. Bottom margin
  3. Either side margin
  4. All other margins
- 1-36. A preliminary dummy should be what size?
1. 1/2 actual job size
  2. 3/4 actual job size
  3. 80% actual job size
  4. 1/1 actual job size

- 1-37. When should a preliminary dummy be created?
1. When filling out the job order with the originator
  2. After accepting the job
  3. Before the job is typeset
  4. After the job is typeset
- 1-38. What pages are NOT considered key pages for making up a preliminary dummy?
1. Text
  2. Index
  3. Title
  4. Cover
- 1-39. If you are laying out a cover to a publication that is part of a series, how should you design the cover?
1. Any way you desire
  2. Exactly like all other Navy covers
  3. To match other publications in that series
  4. To match other Navy instructions
- 1-40. You can improve the appearance of a long title of a publication by varying which of the following characteristics?
1. Color
  2. Type size
  3. Type style
  4. Each of the above
- 1-41. What are the principal design requirements for pages such as the table of contents?
1. To match all other pages
  2. Attractiveness and legibility
  3. To match typefaces and attractiveness
  4. To be convenient and contain an artistic design
- 1-42. What does the term "cutlines" pertain to?
1. Text
  2. Captions
  3. Illustrations
  4. Cropping instructions
- 1-43. In what way should areas of text be indicated on a preliminary dummy?
1. By the use of thumbnail sketches
  2. By drawing a rectangle only
  3. By using lines drawn horizontally by a ruler only
  4. Either by drawing a rectangle or using lines drawn horizontally by a ruler
- 1-44. Where should you place a single illustration on a page?
1. At the mid-point of the base surrounded by text
  2. Just above the optical center of the page only
  3. The top of the page only
  4. Either just above the optical center or at the top of the page
- 1-45. For the purpose of page layout, what page visually outweighs the others?
1. Right
  2. Cover
  3. Title
  4. Left
- 1-46. What method should you use to add interest to a page that requires several illustrations?
1. Make the illustrations one column wide
  2. Group them as a montage and let the panel bleed
  3. Use each illustration separately and bleed each one
  4. Box each illustration and place them throughout the page

- 1-47. When should you create a paste-up dummy?
1. When the job is submitted
  2. When the job is accepted
  3. After the type is set
  4. Before type is set
- 1-48. What materials should be used for a paste-up dummy?
1. Preprinted rub-on lettering sheets
  2. Printed layout sheets
  3. Manuscript copy
  4. Type proofs
- 1-49. What is the advantage of having extra proof sheets?
1. To size each page
  2. To trim each page
  3. To mark typographical errors
  4. To indicate spacing instructions
- 1-50. You should lay out several pages of a book in advance to avoid what problem?
1. Misnumbering final copy pages
  2. Repeated shifting from one job to another
  3. Work delays while waiting for adhesives to dry
  4. Changing the layout of the pasted pages to fit copy and illustrations
- 1-51. Specifying the type and set of a given body of text is known as what process?
1. Copyfitting
  2. Justification
  3. Planning the layout
  4. Indentational letterspacing
- 1-52. When you use the character count method of copyfitting, what step should you take after finding the total number of characters on a manuscript page?
1. Set the margins
  2. Divide the total number of characters by five
  3. Count the characters in five representative lines
  4. Determine the number of characters in one line
- 1-53. What is the procedure for determining the length of copy in inches using the character count method?
1. Divide the number of lines per inch into the total number of lines in the copy
  2. Divide the total number of characters in the manuscript by the average number of characters per line
  3. Count the number of characters in 5 lines and multiply by 20
  4. Count the characters in one line, multiply by the number of lines on the page and divide by 12
- 1-54. To determine the number of characters in a typeset line using the character count method of copyfitting, how many representative lines should you count?
1. 5
  2. 7
  3. 6
  4. 4
- 1-55. To properly use the line measurement method of copyfitting to determine copy depth, you should multiply page length by (a) for single-spaced, and (b) for double-spaced manuscripts?
1. (a) 12 (b) 10
  2. (a) 10 (b) 12
  3. (a) 3 (b) 6
  4. (a) 6 (b) 3

- 1-56. What term refers to the process of determining the reduction or enlargement of an image to occupy a given area?
1. Reproduction size
  2. Control dimension
  3. Cropping
  4. Scaling
- 1-57. Which of the following methods is the easiest and most popular method for scaling artwork?
1. Mathematical formulation
  2. Proportional dividers
  3. Proportional scale
  4. Slide rule
- 1-58. Normally, what is the controlling dimension for scaling artwork?
1. Width
  2. Height
  3. Length
  4. Paper size
- 1-59. What part of a proportional scale displays the ratio of the percentage of the original size and the number of times the art is reduced?
1. The outer disk
  2. The center disk
  3. The window near the center of the disk
  4. The LED readout in the upper-right corner
- 1-60. What should you do when scaling series artwork to improve the appearance of a job and save time in the camera room?
1. Reduce all art proportionally
  2. Enlarge all art to the same size
  3. Enlarge all art uniformly in size
  4. Prepare all art to the same scale
- 1-61. Which of the following percentages of enlargement or reduction will reproduce with optimum results?
1. 175
  2. 80
  3. 50
  4. 33
- 1-62. What effect will reducing the overall size of artwork have on the reproduction copy?
1. The weight of the center and extension lines decreases
  2. All lines except the object outline decreases
  3. All lines increase in weight
  4. All lines decrease in weight
- 1-63. What is the major drawback to enlarging artwork for reproduction?
1. Crudity
  2. Distortion
  3. Disproportion
  4. Spaces fill in
- 1-64. What aspect of reproduction can you directly influence through the preparation of a mechanical?
1. End use
  2. Quality
  3. Distribution
  4. Press process-
- 1-65. What material should you acquire before starting a job intended for reproduction?
1. Ink
  2. Paper stock
  3. Bindery products
  4. All pertinent information
- 1-66. What do crop marks describe?
1. Reduction of an image
  2. Enlargement of an image
  3. Selected portion of an image
  4. Clean border area of an image

- 1-67. What material should you use to make a pair of cropping arms?
1. Large sheets of white paper
  2. Large sheets of black paper
  3. White cardstock cut at right angles
  4. Black cardstock cut at right angles
- 1-68. What procedure should you use to indicate crop marks on a photograph?
1. Mark the borders of the image
  2. Mark an overlay attached to the image
  3. Cut a window in an opaque mask or goldenrod
  4. All of the above
- 1-69. What product should you use to remove the light resin coating from the surface of photographs?
1. Rottenstone
  2. Talcum powder
  3. Fuller's earth
  4. Eraser particles
- 1-70. Which of the following media contains a photographically matched series of pigments containing white, black, and greys?
1. Watercolors
  2. Retouch greys
  3. Acrylic colors
  4. All of the above
- 1-71. What process isolates an image and removes the background?
1. Cropping
  2. Opaquing
  3. Vignetting
  4. Silhouetting
- 1-72. What procedure should you use to silhouette an object in a photograph when you must retain the original image untouched?
1. Cut the image area out of a copy image
  2. Mask the image area of a copy and airbrush the background
  3. Cover the image with an acetate mask and airbrush the acetate
  4. Alter the image for the best quality reproduction and tell the originator afterward
- 1-73. What process should you use to prepare continuous-tone images for reproduction?
1. Halftone screening
  2. Combination copy
  3. Image separation
  4. Redrawing
- 1-74. What device should you use to reduce tonal art to a series of dots for reproduction on a printed page?
1. Combination film
  2. Halftone film
  3. Glass screen
  4. Glass lens
- 1-75. Which of the following types of screens is/are used in making halftones?
1. Wire
  2. Glass only
  3. Acetate only
  4. Glass and acetate

## ASSIGNMENT 2

Textbook Assignment: "Copy Preparation" chapter 1, pages 1-50 through 1-71; and  
"Audiovisual Presentations," chapter 2, pages 2-1 through 2-31.

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- |  |   |
|--|---|
| <p>2-1. What type of screen should you place in direct contact with film emulsion when making a halftone?</p> <ol style="list-style-type: none"><li>1. Wire</li><li>2. Glass</li><li>3. Acetate</li><li>4. Halftone</li></ol>  | <p>2-6. Where on or in a mechanical should you place the instructions to the printer?</p> <ol style="list-style-type: none"><li>1. On the overlays</li><li>2. In the work area</li><li>3. In the border area</li><li>4. On the back of the mounting board</li></ol>   |
| <p>2-2. Where in relation to the camera and the negative, should you place a glass halftone screen?</p> <ol style="list-style-type: none"><li>1. In direct contact with the film</li><li>2. Between the film plane and the lens</li><li>3. Between the film plane and the camera</li><li>4. In direct contact with the camera lens</li></ol> | <p>2-7. Why should you remove every stray mark from continuous-tone artwork?</p> <ol style="list-style-type: none"><li>1. Stray marks appear as red lines in the finished product</li><li>2. Stray marks confuse the printer</li><li>3. Only stray marks appear</li><li>4. All stray marks appear</li></ol> |
| <p>2-3. What resolution should you select when scanning copy through a grey scale digital scanner?</p> <ol style="list-style-type: none"><li>1. 1X</li><li>2. 2X</li><li>3. 3X</li><li>4. 4X</li></ol>   | <p>2-8. Desktop publishing programs that output directly to inkjet printers are an elementary form of digital printing.</p> <ol style="list-style-type: none"><li>1. True</li><li>2. False</li></ol>  |
| <p>2-4. What situation creates a moire pattern?</p> <ol style="list-style-type: none"><li>1. Anti-newton rings on the halftone screen</li><li>2. Overlapping two different patterns</li><li>3. Rescreening a halftone image</li><li>4. Overlapping two different patterns and rescreening a halftone</li></ol>                               | <p>2-9. Reproducing halftone copy from continuous-tone originals in full process color requires what total number of plates?</p> <ol style="list-style-type: none"><li>1. Five</li><li>2. Two</li><li>3. Three</li><li>4. Four</li></ol>  |
| <p>2-5. You should prepare a mechanical on what type of material?</p> <ol style="list-style-type: none"><li>1. Acetate</li><li>2. Construction paper</li><li>3. Illustration board</li><li>4. All of the above</li></ol>   | <p>2-10. Through what device should you photograph each color in a multicolor printing process?</p> <ol style="list-style-type: none"><li>1. Mats</li><li>2. Filters</li><li>3. Screens</li><li>4. Templates</li></ol>  |

- 2-11. When you photograph color images through a halftone screen, what, if anything, happens when you rotate screen positions?
1. The color print contains a diagram dot pattern
  2. Filters are changed to produce the desired colors
  3. Some dots overlap and some print side-by-side to produce secondary and tertiary colors
  4. Nothing
- 2-12. What color process term denotes a simple black-and-white illustration with a registered color overlay that contains instructions to the printer?
1. Spot
  2. Flat
  3. Process
  4. Overprint
- 2-13. What combination of colors exemplify a true duotone?
1. Pink and red
  2. Black and grey
  3. Blue and green
  4. Light blue and dark blue
- 2-14. What is the purpose of register marks on overlays?
1. To key it to the master
  2. To show areas for trimming
  3. To indicate areas for reduction
  4. To indicate areas for enlargement
- 2-15. What action should you take to avoid moiré when lap registering patterns?
1. Avoid the overlap
  2. Opaque the overlap
  3. Cut out the overlap
  4. Draw a red line to cover the overlap
- 2-16. Where should editorial marks be made?
1. On a separate sheet of paper
  2. On a separate overlay
  3. On the manuscript
  4. On the proofs
- 2-17. What should you use to separate multiple error marks from the same line of text?
1. Commas
  2. Hyphens
  3. Semicolons
  4. Diagonal lines
- 2-18. What symbol or line should you use to indicate errors in the body of text?
1. Slash
  2. Carot
  3. Carrot
  4. A long line
- 2-19. What is the definition of a nut?
1. 1 ee space
  2. 1 en space
  3. 1 em space
  4. 1 mm space
- 2-20. To avoid confusion, how should you mark copy with instructions to the printer?
1. Underline notations
  2. Make notations in red
  3. Circle your notations
  4. Attach a sheet of notations to copy
- 2-21. When developing training aids, you should discuss which of the following factors with the originator?
1. Intended message
  2. Lecture pads
  3. Viewgraphs
  4. Slides

- 2-22. What are the two major types of training aids?
1. Dynamic and static
  2. Manipulative and static
  3. Demonstrative and dynamic
  4. Manipulative and demonstrative
- 2-23. Training aids used for skills instruction are referred to as what type of aid?
1. Fundamental
  2. Manipulative
  3. Demonstrative
  4. Informational
- 2-24. Training aids designed to present a series of ideas or steps in a process are referred to as what type of aid?
1. Fundamental
  2. Manipulative
  3. Demonstrative
  4. Informational
- 2-25. Which of the following training aids are dynamic in nature?
1. Slides
  2. Posters
  3. Cartoons
  4. Animation
- 2-26. A lecture pad is an example of what type of training aid?
1. Demonstrative aid
  2. Manipulative aid
  3. Dynamic aid
  4. Static aid
- 2-27. What is the primary purpose of a poster?
1. To reach a large audience
  2. To attract attention
  3. To convey a message
  4. To attract attention and to convey a message
- 2-28. What kind of training aid, if any, can be produced with only a large pad of paper?
1. Lecture pad
  2. Animation
  3. Slide
  4. None
- 2-29. When lettering lecture pads, which of the following guidelines should help improve legibility?
1. Use caps and lowercase letters
  2. Add space between words and letters
  3. Confine the copy to short, descriptive text
  4. All of the above
- 2-30. To prepare clear, concise lecture pads containing only text, what technique should you use?
1. Use all caps
  2. Use all lowercase letters
  3. Limit the subject to a major topic
  4. Color code main ideas and topics
- 2-31. What function is served by placing a sheet of paper under the page you are currently lettering?
1. Preventing information from the following page to bleed through
  2. Inserting more information at a later date
  3. Aiding in placing titles, margins, and text
  4. Avoiding smudging the chart
- 2-32. For an organization chart to be effective, you should draw it to show which of the following types of information?
1. Span of control
  2. Functional relationships
  3. Authority and responsibility
  4. All of the above



IN ANSWERING QUESTIONS 2-33 THROUGH 2-36, SELECT FROM COLUMN B THE TYPE OF ORGANIZATION CHART USED FOR THE PURPOSE IN COLUMN A. RESPONSES IN COLUMN B MAY BE USED MORE THAN ONCE.

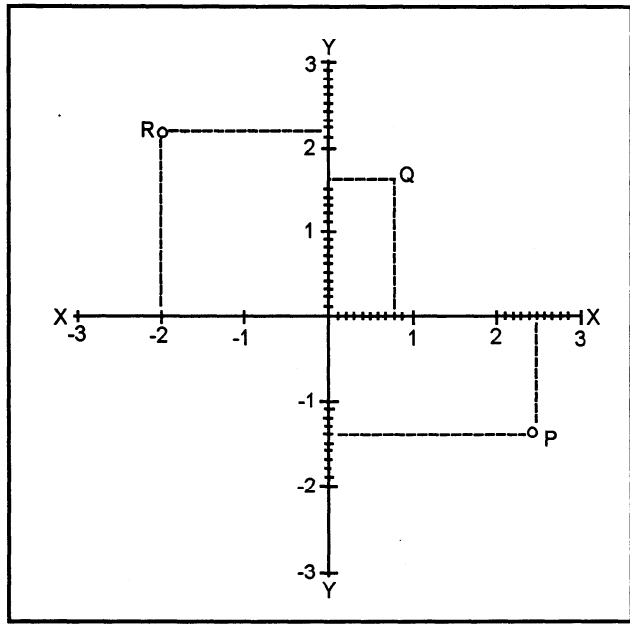
|       | A. <u>PURPOSES</u>  | B. <u>CHART TYPES</u>  |
|-------|---|--|
| 2-33. | Establish basic control relationships   | 1. Structure<br>2. Functional  |
| 2-34. | Indicate function of components   | 3. Position or billet assignment   |
| 2-35. | Establish reporting responsibilities  |  |
| 2-36. | Identify billets  |  |
| <hr/> |   |  |
| 2-37. | Organization charts should meet which of the following requirements?                                  |  |
|       |   | 1. Show greater detail on subsidiary activities<br>2. Show simplicity, completeness, unity, and clarity<br>3. Combine different types of information<br>4. Conform to a format |
| 2-38. | To avoid confusion when making an organization chart, which of the following actions should you take? |  |
|       |   | 1. Avoid crossing lines of authority<br>2. Make all blocks the same size<br>3. Use asterisks<br>4. Use colored ink   |

IN ANSWERING QUESTIONS 2-39 THROUGH 2-42, SELECT FROM COLUMN B THE PRINCIPAL POINTS THAT MATCH THE DEFINITIONS IN COLUMN A. RESPONSES IN COLUMN B MAY BE USED MORE THAN ONCE.

|       | A. <u>DEFINITIONS</u>   | B. <u>PRINCIPAL POINTS</u>  |
|-------|---|---|
| 2-39. | Eliminating complicated elements  | 1. Completeness<br>2. Simplicity  |
| 2-40. | Well-balanced arrangement   | 3. Symmetry   |
| 2-41. | Indicate clarifying statements and date   | 4. Unity  |
| 2-42. | Interrelating components  |   |
| <hr/> |   |   |
| 2-43. | When drawing a structural organization chart, what method should you use to achieve unity?  |   |
|       |   | 1. Make all blocks one size<br>2. Make blocks proportional in size<br>3. Make each block relate to another block<br>4. Make lines of authority smaller than block lines |
| 2-44. | In some functional charts, the blocks for lower echelon levels are made larger than the blocks for higher echelon levels. For what reason is this done? |   |
|       |   | 1. To balance the chart<br>2. To unify and clarify the chart<br>3. To make the chart easier to read<br>4. To provide space for written descriptions                     |
| 2-45. | Authority lines should be drawn as what type of lines?  |   |
|       |   | 1. Hidden vertical or diagonal<br>2. Solid horizontal or diagonal<br>3. Solid vertical or horizontal<br>4. Hidden vertical or horizontal                                |

- 2-46. To make an organization chart better looking and easier to read, you should take which of the following actions?
1. Lay it out with nonreproducible blue pencil
  2. Create a legend for different line resolutions
  3. Use a heavier line weight for the lines of authority than for the blocks
  4. Use a heavier line weight for the lettering
- 2-47. What kind of subdivision on structural charts is shown with dotted-lines (.....)?
1. Existing part time
  2. Proposed full time
  3. Abolished full time
  4. Mobilized components
- 2-48. Flow chart symbols represent what elements?
1. Decision points
  2. Quantities and positions
  3. Functions and direction of flow
  4. Devices and direction of motion
- 2-49. How should you illustrate the use or creation of multiple files in a flow chart?
1. Use arrowheads at the point of entry
  2. Use symbols with the appropriate text
  3. Use symbols in an overlay pattern
  4. Use numerals to indicate multiples
- 2-50. How should you draw the symbols on a flow chart to indicate the direction of flow?
1. Top to bottom only
  2. Left to right only
  3. Top to bottom and left to right
  4. Right to left
- 2-51. When you are laying out a flow chart using the flowchart template, how should the symbols be drawn?
1. Right to left
  2. Centered on the paper
  3. With a 1-inch margin all around
  4. With equal distances between symbols
- 2-52. For presenting statistics in comparisons, for conveying information, and for analyzing data, which of the following tools are most useful to you?
1. Graphs
  2. Flow charts
  3. Organization charts
  4. All of the above
- 2-53. To designate the position of a point in relation to a given reference frame, you should use what device?
1. A rectangular coordinate graph
  2. A percentage chart
  3. A bar chart
  4. A pie chart
- 2-54. In what way are the quadrants of a rectangular coordinate graph numbered?
1. Clockwise
  2. Counterclockwise
  3. Along the x and y axes
  4. Numerically from right to left

IN ANSWERING QUESTIONS 2-55 THROUGH 2-57, REFER TO FIGURE 2A.



DMJA0088

Figure 2A.

4-55. Which of the following coordinates represents point R?

1.  $(-2, -2.2)$
2.  $(-2, 2.2)$
3.  $(2.2, -2)$
4.  $(-2.2, -2)$

2-56. Which of the following values assigned to the x and y coordinates locates point Q?

1.  $x = 1.6, y = -1.4$
2.  $x = -.8, y = 1.6$
3.  $x = .8, y = 1.6$
4.  $x = -.8, y = -1.6$

2-57. What are the values of coordinates x and y for point P?

1.  $x = 2.5, y = -1.4$
2.  $x = -2.5, y = 1.4$
3.  $x = -1.4, y = -2.5$
4.  $x = -2.5, y = -1.4$

2-58. To illustrate such things as comparative costs and quantity, what type of graph should you chose?

1. Rectangular coordinate graph
2. Percentage chart
3. Bar graph
4. Pie chart

2-59. When constructing a bar graph, what step should you take first?

1. Determine the scale
2. Select the page size
3. Determine the reference frame
4. Determine the length of the bars

2-60. After you determine the reference frame for a bar graph, what should be your next step?

1. Plot values
2. Select the paper size
3. Find a suitable scale
4. Choose appropriate axes

2-61. When a bar graph is drawn on the right side of a sheet of paper, for what are the margins at the sides of the sheet used?

1. Distance scales
2. Additional bars
3. The title of the graph
4. Explanatory notes and figures

2-62. When selecting a scale for the y-axis of a bar graph, what action should you take before plotting the values?

1. Use an engineer's scale
2. Find the largest values to be plotted
3. Add additional values to the largest value
4. All of the above

- 2-63. When comparing several related percentages, what type of graph or chart should you use?
1. Pie chart only
  2. Percentage bar chart only
  3. Pie chart and percentage bar chart
  4. Bar chart
- 2-64. What total percentage does each bar in a percentage bar chart represent?
1. 10
  2. 100
  3. 360
  4. The value of each item
- 2-65. When laying out a pie chart, what information do you determine by multiplying the percentage of each segment by 3.6 degrees?
1. Percent of each sector
  2. Number of sectors in the chart
  3. Number of degrees in each sector
  4. Percent of degrees in each sector
- 2-66. In what application method do you apply rubber cement to the underside of a piece of artwork and move it around to position it?
1. Spray method
  2. Thinner method
  3. Wet mount method
  4. Dry mount method
- 2-67. When mounting art with rubber cement, what should you do to properly align the art on the board?
1. Use register marks to center the artwork
  2. Use an old triangle to slide the artwork
  3. Use a nonreproducible blue pencil to mark the position of the artwork
  4. Place the artwork directly on the mounting board while still wet and slide it around
- 2-68. When mounting artwork using the rubber cement method, what action should you take when the artwork is properly positioned?
1. Remove the excess cement
  2. Press the top of the artwork firmly to anchor it to the board
  3. Use an old triangle to press the artwork flat
  4. Draw a scale down the artwork to press it flat to the board
- 2-69. What implement should you use to remove the residual cement and dirt from the surface of newly mounted artwork?
1. A kneaded eraser
  2. Rubber cement thinner
  3. Rubber cement pick-up
  4. The end of your finger
- 2-70. What feature of the artwork you are mounting with rubber cement should prompt you to use two slip sheets under it?
1. It is too large
  2. It is too small
  3. It is too flimsy
  4. It is too valuable
- 2-71. What causes blistering in a color photograph mounted by the dry hot press technique?
1. Temperature set too low
  2. Temperature set too high
  3. Temperature set at 200 degrees
  4. Overlapping adhesive layers underneath the photograph
- 2-72. When, if ever, should you use a dry mount press to mount artwork containing wax-based products?
1. Always
  2. Only when a slip sheet is used
  3. Only when the artwork is face down in the press
  4. Never

2-73. When using the dry mount press, what should you do if it requires two sheets of adhesive laying side-by-side to adhere a picture?

1. Overlap the sheets and fold the edges under so they do not extend beyond the borders of the picture
2. Leave a space between the sheets and trim their edges even with the borders of the picture
3. Overlap the sheets and let their edges extend beyond the borders of the picture
4. Leave a space between the sheets and let their borders extend beyond the picture

2-74. When you are using a dry mount press, the cover or slip sheet serves what purpose?

1. As a mounting surface
2. As an additional adhesive
3. Keeps the face of the artwork and press bed clean
4. Keeps the mounting board and the artwork clean

2-75. What adhesive quality should you consider when mounting original artwork to a board?

1. Stink
2. Process
3. Availability
4. Deterioration

## ASSIGNMENT 3

Textbook Assignment: "Audiovisual Presentations," chapter 2, pages 2-32 through 2-53;  
"Television Graphics," chapter 3, pages 3-1 through 3-23; and  
"Displays and Exhibits," chapter 4, pages 4-1 through 4-9.

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- 3-1. What is the purpose of a mat?
1. To focus attention
  2. To protect from fingerprints
  3. To prevent direct contact between artwork and glass in a frame
  4. All of the above
- 3-2. If the top and both sides of a mat measure  $\frac{3}{4}$  inch wide, what should be the width of the bottom edge?
1. 1 inch
  2.  $\frac{3}{4}$  inch
  3.  $\frac{7}{8}$  inch
  4.  $\frac{15}{16}$  inch
- 3-3. Why should you cut against a straightedge along the inside edge of a hand-cut mat?
1. To protect your leg
  2. To protect your hand
  3. To protect the useable portion of the mat
  4. To guide the blade straight from corner to corner
- 3-4. What is the key to successful cutting of both hand-cut and carriage-cut mats?
1. Angle of the blade
  2. Depth of the blade
  3. Profile of the blade
  4. Sharpness of the blade
- 3-5. What is a major difference between cutting a mat by hand and cutting a mat on a carriage cutter?
1. The mat board is face -up when cutting a mat by hand and face down when cutting with a carriage
  2. The corners of a hand-cut mat are exact while the corners of a carriage cut mat are not
  3. The hand-cut mat has a straight edge and the carriage-cut mat has beveled edges
  4. The hand-cut mat can be very large but the carriage-cut mat is limited in size
- 3-6. What are the most common types of projecturals used in the Navy today?
1. Videotape and 8mm movie film
  2. 35mm slides only
  3. Viewgraphs and 35mm slides
  4. Transparencies and viewgraphs
- 3-7. What is the most common aperture area of a viewgraph?
1.  $6 \frac{4}{10}$  by  $9 \frac{1}{2}$  inches
  2.  $7 \frac{1}{2}$  by  $9 \frac{1}{2}$  inches
  3. 10 by  $9 \frac{1}{2}$  inches
  4. 10 by 10 inches

- 3-8. When you design projecturals, the horizontal format is preferable for what reason?
1. It ensures that the projected image fills as much of the viewing screen as possible
  2. Suspended light fixtures and low ceilings do not usually interfere only
  3. Horizontal formatting is easier to layout then vertical formatting only
  4. It ensures that the projected image fills the screen as much possible and it is easier to lay out than a vertical format
- 3-9. To eliminate confusion in a crowded viewgraph, what should you do?
1. Add color
  2. Reduce the viewgraph to a slide
  3. Limit the viewgraph to one topic
  4. Remove unnecessary information
- 3-10. A viewgraph layout sheet should contain which of the following features?
1. Grid paper and registration marks
  2. Aperture outlines for viewgraphs, slides, and TV cards
  3. Optical center and true center
  4. All of the above
- 3-11. Which of the following techniques is the quickest way to make a viewgraph?
1. Diazo
  2. Photographic
  3. Marker on acetate
  4. Computer-generated
- 3-12. You have limited resources but want to create a handmade viewgraph with color. What technique, when used creatively, will give your viewgraph a professional appearance?
1. Spraying color on acetate
  2. Pooling color from the strokes of a marker
  3. Cutting out cellophane and sticking it to the viewgraph
  4. Limiting color to the black letter on a clear background
- 3-13. A liftable magazine picture has what characteristics?
1. It leaves a white deposit when rubbed with a wet finger
  2. It remains intact when a hot iron is pressed over it
  3. It is vivid in color
  4. All of the above
- 3-14. The emulsion used on diazo foils is made up of what two components?
1. Azo dyestuff and diazo salts
  2. Diazo salts and ultraviolet light
  3. Azo dyestuff and ammonium hydroxide
  4. Ammonium hydroxide and an alkaline medium
- 3-15. What happens when you expose the emulsion on diazo film to ultraviolet light and develop the film in an alkaline medium?
1. A colored image forms
  2. Diazo salts combine with azo dyestuff to form an image
  3. The azo dyestuff and ammonia fumes form an image
  4. The emulsion chemically changes so that no image appears

- 3-16. When you are using diazo materials to produce viewgraphs, how do the images on the diazo foils form?
1. By exposing the emulsion to ultraviolet light and developing in ammonia vapors
  2. By exposing the emulsion to ammonia vapors and developing in ultraviolet light
  3. By developing the foil in ammonia vapors after total exposure to ultraviolet light
  4. By developing the foil in ammonia vapors, causing the diazo salts to combine with the azo dyestuff
- 3-17. What is the purpose of the opaque image area of a diazo master?
1. To keep all light rays from striking the foil
  2. To enable ultraviolet light to reach the foil
  3. To prevent ultraviolet light from reaching the foil
  4. To block infrared light
- 3-18. When preparing a series of diazo masters, what will eliminate changing exposures and prevent film waste?
1. Use a fine fiber opaque paper
  2. Use a fibrous paper
  3. Use acetate
  4. Use the same paper stock for all masters
- 3-19. At what scale should you make a diazo master?
1. Any scale
  2. Same as reproduction size
  3. Larger than reproduction size
  4. Smaller than reproduction size
- 3-20. When making diazo viewgraphs, you can minimize distortion by taking what action?
1. Turn the machine blower to high
  2. Run diazo foils alternately at right angles to each other
  3. Run diazo foils at the highest allowable speed
  4. Run all foils in the same direction through the machine
- 3-21. What is the indication that the emulsion on a diazo foil is facing you?
1. The nick on the foil is in the upper-right corner
  2. The nick on the foil is in the upper-left corner
  3. The dot on the foil is in the upper-left corner
  4. The master is reversed and facing down
- 3-22. What is the most critical step in exposing and developing diazo foils correctly?
1. Use ammonia with a 26° Baumé reading
  2. Use only dimensionally stable products
  3. Develop only as long as necessary, exposure varies
  4. Develop for lengthy periods
- 3-23. Reversals are effective for which of the following reasons?
1. They are easy on the eyes
  2. They contain a clear image on a darkened background
  3. They focus the viewer's attention on a small section of the screen
  4. All of the above



- 3-24. Why should you never use a positive format viewgraph in the same presentation as negative formatted viewgraphs?
1. To prevent eyestrain
  2. To avoid having to completely darken the room
  3. To avoid using dark colored backgrounds
  4. To prevent having to project front and rear simultaneously
- 3-25. To update a sepia intermediate without having the original artwork, you should take what action?
1. Redraw the intermediate
  2. Correct the intermediate
  3. Request a revision from the originating authority
  4. Throw the intermediate away and start over
- 3-26. What total number of colored diazo foils may be run from a single sepia intermediate?
1. One
  2. Two
  3. Six
  4. Unlimited
- 3-27. If commercial mounts are not available, which of the following materials can you use as a viewgraph frame?
1. Acetate
  2. Making tape
  3. Tracing paper
  4. Illustration board
- 3-28. You should use what type of tape to attach a transparency to a transparency mount?
1. Masking tape
  2. Packing tape
  3. Cellophane tape
  4. Transparent plastic tape
- 3-29. When mounting multiple overlays on a viewgraph frame, what foil should you mount first?
1. Base
  2. Blue
  3. Black
  4. Bottom
- 3-30. What is the reason you should mount several overlays to the same side of the viewgraph mount?
1. To strengthen one side of the mount
  2. To attach all overlays neatly on one side
  3. To ensure that each overlay appears in the correct sequence
  4. To reduce the amount of tape required to mount all of the overlays
- 3-31. What is/are the reason(s) for using tabs on multiple overlay viewgraphs?
1. To indicate sequence
  2. To indicate the ordering of fastening
  3. To fasten each overlay equally to the frame
  4. All of the above
- 3-32. For what reason are 35mm slides used at many Navy commands?
1. They are low in production costs
  2. They are versatile
  3. They are compact
  4. All of the above
- 3-33. What is the major advantage of using 35mm slides over viewgraphs?
1. They are easily copied
  2. They hold the audience's attention
  3. They get the message across quickly
  4. They can be used in either front or rear screen projection

- 3-34. When you are designing artwork for 35mm slides, you should use what format?
1. 3:5
  2. 5:7
  3. Vertical
  4. Horizontal
- 3-35. To make sure that 35mm slides are in the proper order and in correct position, you should place thumbspots where on the frame?
1. Upper-right corner when slide is facing you
  2. Upper-left corner when slide is facing you
  3. Lower-right corner when slide is facing you
  4. Lower-left corner when slide is facing you
- 3-36. Where should you locate the thumbspots to position slides in a carousel tray for front screen projection?
1. Lower-left corner
  2. Upper-left corner
  3. Upper-right corner
  4. Lower-right corner
- 3-37. When you use the diagonal line method for marking slides, what does a break in the continuity of the line mean?
1. The rubber band is out of position
  2. The slides are in the correct position
  3. A missing or improperly sequenced slide
  4. The thumbspots are improperly positioned on the slides
- 3-38. The success of the end product in any graphic media depends upon what factor(s)?
1. Budget
  2. Supplies
  3. Computer savvy
  4. Fundamental graphics knowledge
- 3-39. What is a limiting hardware factor in the creation of computer-generated graphics for presentation?
1. Keyboard
  2. Monitor
  3. Memory
  4. Mouse
- 3-40. Television and video cameras detect what type of light?
1. Deflected
  2. Reflected
  3. Diffused
  4. Bounce
- 3-41. A receiver separates transmitted signals into what two impulses?
1. Audio and CRT
  2. Visual and CRT
  3. Audio and sound
  4. Visual and audio
- 3-42. Which of the following statements best describes what a TV camera "sees"?
1. Everything within lens range
  2. Electrical impulses of varying strength
  3. Varying amounts of light reflected from a scene
  4. All of the above
- 3-43. Which of the following factors has the greatest effect on light reflected from an object recorded by a TV camera?
1. Object size
  2. Object color
  3. Shade on the object
  4. Location of the object
- 3-44. What does the shape of a picture tube approximate?
1. Film size
  2. Lens range
  3. Normal range of vision
  4. Industry standardized tube dimensions

- 3-45. What are the proportions of standard shaped picture tubes?
1. Three units wide and four units high
  2. Three units high and four units wide
  3. Five units high and four units wide
  4. Four units high and five units wide
- 3-46. Which of the following media are referred to as television graphics?
1. Photographs
  2. Color slides
  3. Credit captions
  4. All of the above

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IN ANSWERING QUESTIONS 3-47 THROUGH 3-50, SELECT FROM COLUMN B THE TYPE OF STUDIO CARD DESCRIBED BY THE STATEMENT IN COLUMN A. RESPONSES IN COLUMN B MAY BE USED MORE THAN ONCE.

|       | <u>A. STATEMENTS</u>          | <u>B. STUDIO CARDS</u> |
|-------|-------------------------------|------------------------|
| 3-47. | Maximum resolution or clarity | 1. Border area         |
| 3-48. | Total picture area            | 2. Essential area      |
| 3-49. | Safe title area               | 3. Scanning area       |
| 3-50. | Protection from damage        |                        |

- 
- 3-51. To present a great deal of textual information in a TV graphic, you should use what type of equipment?
1. Rub-on letters
  2. Phototypesetter
  3. Character generator
  4. Electric typewriter

- 3-52. Generally, cards used in preparing artwork or picture for TV transmission are what size?
1. 8 1/2 by 11 inches
  2. 10 by 13 1/3 inches
  3. 10 by 12 inches
  4. 11 by 14 2/3 inches
- 3-53. To give some clue to the type and character of a television show, you should make graphics with which of the following characteristics?
1. With motion
  2. With an introduction
  3. To match the style of the program
  4. Containing a variety of background settings
- 3-54. The most critical consideration in assuring good television artwork reproduction is what factor?
1. Subject size
  2. Simplicity
  3. Legibility
  4. Contrast
- 3-55. When a television receiver displays color art in a black-and-white transmission, what legibility standard is most important?
1. Image size
  2. Color content
  3. Tonal contrast
  4. Lettering style
- 3-56. When color artwork for TV is created, for what reason should you limit your palette to about two shades and three tints of each intense hue?
1. More than six values of a single hue is hard to distinguish when transmitted
  2. To emphasize center of interest items
  3. To prevent greys from transmitting
  4. To set video levels

3-57. Which of the following techniques does NOT improve legibility of television graphics?

1. Changing tonal contrast
2. Rearranging information
3. Enlarging overall dimensions
4. Reducing information to essential elements

3-58. Since the essential area of a TV screen limits the amount of text you can transmit, you should limit the number of words on a graphic to what number?

1. 8
2. 10
3. 12
4. 14

3-59. Simplicity in television graphics is absolutely necessary for what reason?

1. To maintain the aspect ratio
2. To increase emphasis and strengthen impact
3. To standardize size and resolution
4. To establish a camera-to-graphic distance

3-60. Which studio card contains only illustrations?

1. Illustrated
2. Standard
3. Plain
4. Super

IN ANSWERING QUESTIONS 3-61 THROUGH 3-63, MATCH THE STUDIO CARD IN COLUMN B WITH THE DESCRIPTION IN COLUMN A. RESPONSES MAY BE USED MORE THAN ONCE.

|       | A. <u>DESCRIPTIONS</u>          | B. <u>STUDIO CARDS</u> |
|-------|---------------------------------|------------------------|
| 3-61. | White letters, black background | 1. Standard            |
| 3-62. | Text only                       | 2. Plain               |
| 3-63. | Text and images                 | 3. Illustrated         |
|       |                                 | 4. Super               |

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3-64. To present text and illustrations in sequence at a controlled rate of speed is known by what term?

1. Scrolling
2. Progression
3. Storyboarding
4. Progressive disclosure

3-65. With what card does the camera tilt up and down to cover the information?

1. Pan
2. Tilt
3. Plain
4. Drop-in

3-66. When a camera pans a graphic, what motion, if any, is the camera making?

1. Up-and-down
2. Side-to-side
3. None

3-67. What disclosure technique makes information scroll on and off the screen?

1. Drop-in/out binder
2. Tilting
3. Panning
4. Crawl

- 3-68. Computer-generated graphics created to influence your decisions or thought and intended for TV transmission are known by what term?
1. Infographics
  2. Infomercials
  3. Teleconference
  4. Animation
- 3-69. A display should have a central theme or message.
1. True
  2. False
- 3-70. A display should target what type of audience?
1. Large
  2. General
  3. Transitory
  4. All of the above
- 3-71. Which of the following spaces are appropriate for a display?
1. A small alcove in a back wing of a building
  2. Under a stairwell
  3. Near a deepsink
  4. Coffee mess or lunch room
- 3-72. A large, transitory audience with an interest in naval ships should enjoy which of the following exhibits?
1. A loud colorful display on the evolution of man
  2. A series of posters on dental hygiene
  3. An exhibit on Army boot camp
  4. An exhibit of naval ships









## STUDENT COMMENT SHEET

THIS FORM MAY BE USED TO SUGGEST IMPROVEMENTS, REPORT COURSE ERRORS,  
OR TO REQUEST HELP IF YOU HAVE DIFFICULTY COMPLETING THE COURSE.

**NOTE: IF YOU HAVE NO COMMENTS, YOU DO NOT HAVE TO SUBMIT THIS FORM.**

Date \_\_\_\_\_

FROM:

\_\_\_\_\_  
RATE/RANK/GRADE, NAME (FIRST, M.I., LAST)

\_\_\_\_\_  
STREET ADDRESS, APT #

\_\_\_\_\_  
CITY, STATE, ZIP CODE

DSN: \_\_\_\_\_

Commercial: \_\_\_\_\_

FAX: \_\_\_\_\_

INTERNET: \_\_\_\_\_

To: COMMANDING OFFICER  
NETPDTC CODE N313  
6490 SAUFLEY FIELD RD  
PENSACOLA FL 32509-5237

Subj: NRTC ILLUSTRATOR DRAFTSMAN 3 & 2, VOLUME 4-PRESENTATIONS  
GRAPHICS, NAVEDTRA 72723

1. The following comments are hereby submitted:

## PRIVACY ACT STATEMENT

Under authority of Title 5, USC 301, information regarding your military status is requested to assist in processing your comments and in preparing a reply. This information will not be divulged, without written authorization, to anyone other than those within DOD for official use in determining performance.

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.....(Fold along dotted line).....

## **DEPARTMENT OF THE NAVY**

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**COMMANDING OFFICER  
NETPDTC N313  
6490 SAUFLEY FIELD RD  
PENSACOLA FL 32509-5237**

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**OFFICIAL BUSINESS**

**COMMANDING OFFICER  
NETPDTC N313  
6490 SAUFLEY FIELD RD  
PENSACOLA FL 32509-5237**

PRINT OR TYPE

TITLE \_\_\_\_\_ NAVEDTRA \_\_\_\_\_

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_  
Last First Middle Street/Ship/Unit/Division, etc.

City or FPO State Zip

RANK/RATE \_\_\_\_\_ SSN \_\_\_\_\_ DESIGNATOR \_\_\_\_\_ ASSIGNMENT NO. \_\_\_\_\_ Date Submitted: \_\_\_\_\_

☐ USN ☐ USNR ☐ ACTIVE ☐ INACTIVE OTHER (Specify) \_\_\_\_\_

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| SCORE |
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